



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	LABORATORY SUPERVISOR
Posting Number	PN#108902
Department	Health & Human Services Department
Division	Office of Surveillance & PH Preparedness
Section	Microbiology and Clinical Laboratory
Reporting Location	1115 S. Braeswood
Workdays & Hours	M - F, 8 a.m. - 5 p.m.* Some weekends and evenings/holidays.* *Subject to change

DESCRIPTION OF DUTIES
Supervises all phases of the daily laboratory operations within a specific unit or section.

- CORE FUNCTIONS**
- Provides technical leadership and supervision to the hematology section (hematology, chemistry blood banking) to include testing protocols and procedures, equipment supplies, selection and report preparation.
 - Provides personnel supervision and management to the hematology staff to include training, work assignments, adherence to policies and procedures, performance evaluations, attendance records and disciplinary actions.
 - Provides and manages comprehensive Quality Control program for all testing supervised to include proficiency testing. Establishes a quality assurance plan of action to maintain quality and productivity.
 - Oversees the administrative affairs of the STAT laboratory- includes staffing, scheduling, performance evaluations, disciplinary action of staff.
 - Promotes professional development of staff and self-established training program to allow for continuous education of staff in laboratory science with emphasis in hematology, chemistry and blood banking.
 - Other duties as assigned to meet bureau goals and objectives.

WORKING CONDITIONS
The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

MINIMUM EDUCATIONAL REQUIREMENTS
Requires a Bachelor's degree in the Biological Sciences, Chemistry or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS
Five (5) years of professional experience in a Public Health laboratory or a similar facility are required. A Master's degree in the Biological Sciences, Chemistry or a closely related field may be substituted for two years of experience.

MINIMUM LICENSE REQUIREMENTS None

- PREFERENCES**
- Five years of recent hematology/blood banking laboratory bench work experience. Two years experience in supervision of a clinical laboratory.
 - Some weekends and evenings/holidays needed.
 - Competency in the use of laboratory information system.
 - Good computer skill.

SELECTION/SKILLS TESTS REQUIRED None

SAFETY IMPACT POSITION ☒ Yes ☐ No
This position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION **GENERAL FUNDED POSITION**
Factors used in determining the salary offered includes the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:
Salary Range – Pay Grade 24
\$1,419 - \$2,677 Biweekly \$36,894 - \$69,602 Annually

OPENING DATE February 8, 2006

CLOSING DATE Open Until Filled

APPLICATION PROCEDURES
Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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